

REQUEST FOR APPLICATION
Harm Reduction Recovery Housing Project

Louisville Metro Government (LMG) is seeking proposals through this Request for Application (RFA) to identify a qualified vendor to operate a pilot program providing harm reduction recovery housing to reduce the risk of overdose among unhoused residents with substance use disorders. Applicants should be able to place Louisville residents into fully subsidized community-based housing and provide ongoing supportive services for them to maintain that housing. This pilot initiative will be funded for one year, to include housing and supportive services for each participant, using American Rescue Plan (ARP) funds allocated to LMG.

Recognizing recovery as existing on a spectrum that includes harm reduction, this program will operate using the principles of Housing First, meaning that supportive services will be proactively offered to help tenants achieve and maintain housing stability, but tenants will not be required to participate in treatment services as a condition of tenancy nor will they be evicted for not maintaining abstinence or experiencing a relapse. Eligibility criteria for participation in this program will be one year or more of experiencing homelessness, having a substance use disorder and/or using intravenous drugs, having a physical or mental health need that is exacerbated by remaining unsheltered, and being willing to receive harm reduction and/or treatment services. Participants in this program will be expected to meet with a case manager at least once per week. However, failure to meet with case manager will not be grounds for dismissal from the program if participants see their case manager at least once per month. Together with the case manager, participants will identify unmet needs and work to address these service gaps. Abstinence from substance use will not be a precondition of participation and no participant will be discharged solely for using substances. Vendor will be responsible for identifying and securing apartments and will handle all leasing. In addition to case management and housing, additional services offered by the program will include (but not be limited to) provision of cellphones, transportation, food, and referrals to Legal Aid and/or applicable government services or benefits. Monthly reports will be sent to Louisville Metro Public Health and Wellness showing progress on Key Performance Indicators as agreed to in the contract and other required reporting information.

Background:

The COVID-19 pandemic was declared a state of emergency both locally and at the state level in mid-March 2020. Coinciding with the pandemic, our community experienced a 60% increase in overdose fatalities from 2019 to 2020. Residents who use drugs and experience homelessness have been at particularly high risk for fatal overdose, exacerbated by the continued disruption of the social connectedness and mutual overdose reversal found in stable encampments. A recovery housing approach has been found as effective best practice when implemented in New York, Los Angeles, and Vancouver.

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Preferred Qualifications:

- Experience serving unhoused people who use drugs and experience significant barriers to housing
- Strong understanding of and commitment to harm reduction as a foundational principle
- Demonstrated commitment to equity

Scope of Work:

The Harm Reduction Recovery Housing Project will place Louisville residents into completely subsidized housing for up to one year. The vendor will be responsible for identifying and securing apartments and will handle all leasing. The vendor will additionally be responsible for identifying eligible individuals and participant recruitment.

Eligibility criteria for participation in this program will be one year or more of experiencing homelessness, having a substance use disorder and/or using intravenous drugs, having a physical or mental health need that is exacerbated by remaining unsheltered, and willingness to receive harm reduction and/or treatment services. Participants in this program will be required to meet with a case manager at least once per week. Together with the case manager, participants will identify unmet needs and work to address these service gaps. Abstinence from substance use will not be a precondition of participation and no participant should be discharged solely for using substances.

In addition to case management and housing, additional services provided by the program will include (but not be limited to) cellphones, transportation, food, and referrals to legal aid and government services and/or benefits. Monthly reports will be sent to Louisville Metro Public Health and Wellness showing progress on Key Performance Indicators agreed to in the contract that support desired outcomes (e.g. updates on number of participants currently housed, number of case management sessions per month, number of services provided, number of service referrals made, staff turnover, resident turnover) and other information as required by the terms of the ARP.

Timeline:

Should be prepared to begin moving participants into housing within 30 days of signing the agreement. This proposal will fund one year of housing for each participant using ARP funds allocated to LMG.

Budget:

The funding source for these applications will be the ARP funds provided to LMG by the U.S. Treasury Department. All approved programs will have to follow the Treasury Guidelines for State and Local Fiscal Recovery Fund (SLFRF) grants.

The budget for this project is \$400,000, which will be paid on an expense reimbursement basis, per ARP regulations.

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Submittals

A complete proposal should include the following information:

- Proposals should include the organization's mission statement and a description of how a harm reduction recovery housing program fits into this mission.
- Proposals should include a detailed plan for securing housing units and offering supportive services that meet the needs of participants.
- Share examples of past work serving unsheltered people who use drugs and partnering with community-based organizations. Share examples of past work to advance equity.
- Proposal should include a monthly budget allocating funds for staffing, housing, and any other resources needed.

SLFRF Grant Information Summary

The American Rescue Plan Act of 2021 provides additional funds to aid Louisville's recovery from the Coronavirus pandemic. The SLFRF was included in the ARP to meet a broad range of needs within the community. The United States Department of the Treasury [has published guidance discussing the purpose, expectations, and reporting/compliance requirements on its website.](#)

Applicants are advised to review all information available about potential obligations before applying to receive money under SLFRF, i.e., see [the Interim Final Rule in the Federal Register.](#) The Treasury has [published compliance and reporting guidance.](#) Additionally, as a federally funded opportunity, applicants are [advised to review 2 CFR §200](#), and any other sections of the Code of Federal Regulations which detail grant related expectations.

Interested parties shall complete the required information and upload it to the Bonfire site no later than **3:00 PM EST on Thursday, March 17, 2022**. Submissions after that time will not be accepted.

INFORMATION SESSION

LMG will host an information session for this RFA on Wednesday, **February 9, 2022, at 2:30 PM**, using Cisco WebEx. Please join the session using <https://louisvilleky.webex.com/louisvilleky/j.php?RGID=r8fa3350e9b690771b152d7f1bca283c3>

Before joining the information session, please take a moment to test your Internet connection to make sure you have the necessary bandwidth to participate in the meeting. Use this link to test your connection: <https://mediatest.ciscospark.com/#/main>.

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Please log in 10 minutes early so you can verify your connectivity. We request that you use your full name when registering for the information session.

Questions asked during the information session will be officially answered as an amendment to the RFA and released as questions are answered.

QUESTION PERIOD

Questions regarding this RFA must be submitted through Bonfire. Answers to the questions will be submitted as an amendment and be provided to all interested parties through Bonfire until Monday, March 15, 2022.

APPLICATION ASSISTANCE

Potential applicants from within Jefferson County, KY who do not have the necessary computer equipment (computer with Internet connection) to reply to this RFA can use the Louisville Free Public Library computer labs.

Branch locations and hours of operation can be found here:

<https://www.lfpl.org/branches/index.htm>.

Computer access information can be found here: <https://www.lfpl.org/appointment/>.

Technical assistance with completing the applications for persons without access to a computer and the Internet can also be provided by the LMG American Rescue Team by emailing accelerator@louisvilleky.gov or calling 502.574.6293. A team member will set up an appointment for you to come to our offices for assistance in completing the applications using one of our computers. The assistance will be limited to the technical aspects of submitting your application. Members of the ARP team cannot assist with the content of your proposal. Appointments can be scheduled Monday through Friday from 10:00 AM to 3:00 PM from Monday, March 7, 2022, through Friday, March 11, 2022.

APPLYING FOR THIS REQUEST FOR APPLICATION

An eligible RFA proposal shall consist of the following completed documents

1. Application (Project Proposal Submission Form)

This part of the Request for Application shall consist of short answers and required information.

2. KPI Template

Performance Indicators are required for ARP projects, according to the Department of the Treasury [Compliance and Reporting Guide, pages 27-28](#). Performance indicators should

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include both output and outcome measures and should be written in [SMART format](#). The Treasury Department encourages the use of logic models.

3. Project Workplan

A good project workplan will show that the applicant understands the activities and steps that will be required for the proposal to be successful. Because this project lasts for only 12 months, the workplan must show monthly details for start and end dates for staff, start and end dates for residents who will be housed (including assumptions for turnover), and an exit strategy for residents when subsidized housing ends. A Project Workplan template is provided and must be completed. A very brief sample is provided.

4. Budget Template and Narrative

Applicants are required to use the budget template that is part of the application packet:

- The template used for the application is the same that will be used for a Work Program & Budget if an application is selected for funding. Using the same document will save time when working to execute agreements with panel-selected applicants.
- The template is used as part of LMG's responsibility to prevent the duplication of federal funds as described above.
- The template is pre-filled with several common & eligible expense types and is built to provide totals automatically, allowing applicants to simply enter dollar amounts per line item with more certainty that the expenses are eligible under federal regulations. The template also has blank spaces to allow applicants to enter their own expense types, should their request include items that are not pre-filled. Please remember that only expenses eligible under federal regulations may be approved for funding.

An example budget document is provided. The budget requires a monthly projection of sources and uses of funds. The first reimbursement of expenses from LMG will occur approximately 70 days after receipt of the first request for reimbursement. For example, if expenses are incurred in January and a request for expense reimbursement is received by LMG on February 1, reimbursement will occur in April. Therefore, the vendor must be able to pay all expenses for the first 90+ days until monthly reimbursements are in effect.

5. Equity Questionnaire

Louisville Metro values equity and requires an equity lens for all applications. Treasury guidance also requires equity be taken into consideration to receive SLCFRF funds. The document containing these questions must be addressed by all applicants for this project.

6. Risk Assessment

The Risk Assessment questionnaire will be used to understand the capabilities of the proposing organization and its capacity to manage a federal grant according to the terms of the SLFRP.

POST SUBMISSION

After submission proposals will be reviewed and evaluated.

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Evaluation Criteria is as follows:

Project Proposal	50 Pts.
Performance Metrics	20 Pts.
Equity Analysis	35Pts.
Workplan	15 Pts.
Financial Structure	20 pts.

Successful proposals will be submitted to the Louisville Metro Council for final review and approval.